

**NAUGATUCK VALLEY COMMUNITY COLLEGE
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING
SECRETARY 2**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current State Secretary 2 examination list or a State employee currently in a Secretary 2 position or have previous permanent status as a Secretary 2.

Location: Naugatuck Valley Community College

Hours: 40 Hours per week

Salary: \$1,687.28 bi-weekly, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: November 14, 2013
Only those applications received by the closing date will be considered.

Eligibility Requirement: Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

QUALIFICATIONS: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

DUTIES: Performs a full range of secretarial support duties in the following areas including typing, filing, correspondence, report writing, processing, personal secretary and office management. Greets and directs visitors. Answers phones and takes messages. Answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the Nursing and Allied Health Division.)

Note: FIRST PREFERENCE WILL BE GIVEN TO INDIVIDUALS ON LAYOFF/SEBAC LIST

Application Instructions: Submit completed [State of Connecticut Application Form for Examination and Employment \(CT-HR-12\)](#) and the name, address and telephone number of three references to:

Secretary 2 Search Committee
Room E600d
Naugatuck Valley Community College
750 Chase Parkway
Waterbury, CT 06708

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.